

Department for the Blind and Vision Impaired

Services Delivery

Policies and Procedures Directive

DS-PPD-11-02

June 30, 2011

TO: Regional Managers, VR Counselors, and Executive Secretaries

FROM: Susan Davis Payne, VR Director

RE: 2010 RSA Monitoring Report Corrective Actions

Subsequent to three findings and subsequent corrective action requirements documented the 2010 RSA Monitoring Report; DBVI has revised DBVI VR Policies and Procedures regarding:

1. Improper use of IPEs for Trial Work Experience and Extended Evaluation
2. Signatures not obtained for all amendments to IPEs
3. Provisions of Stipends for Unpaid Work and Training Experiences

VR Policies and Procedures revisions include:

1. Chapter II - language revised to delete references to the IPE when using Application X and Application T including documentation requirements.
2. Chapter IV - defines when IPEs are used and clarifies substantial and non-substantial amendments.
3. Chapter IV – provides clarification that consumer agreement is obtained on all changes to the IPE, additionally consumer signatures **must** be obtained on all substantial amendments.
4. Chapter VII-A – removes stipends from provision of unpaid work and training experiences.
5. Chapter IX-J – removes stipends from provision of unpaid work and training experiences.

AWARE changes subsequent to the corrective action include:

1. Addition of case note documentation categories including IPE Development, Amendments to IPEs, Extended Evaluation Documentation, and Trial Work Experiences Documentation.
2. Addition of the estimated end date and actual service completion end date.

Pending posting of revised chapters on the Intra and Internet, Regional Managers and VR Counselors are being provided with electronic copies of the revised chapters.

Cc: Raymond Hopkins, Bob Burton, Ann Lynn Banton,